



Paulina Knibbe
Chairman, Board of Selectmen

5/24/10
⑦
TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9612
Fax (978) 264-9630
E-Mail: BOS@acton-ma.gov

October 1, 2009

Department of Housing and Community Development
100 Cambridge St., Suite 300
Boston, MA 02114

Dear Ms. Toni Coyne Hall:

On August 24 2009, the proposed LIP project for 99 Parker Street was presented to the Board of Selectmen. Currently, there is an existing house on the property, which will remain, and four small single family homes will be constructed on the 1.45 acre site. Two of these units will be built in the rear of the lot and two will be built in the front. The homes will be a cottage/farmhouse design with 1400 sf of living area. The design is consistent with the existing farmhouse on site. The development will focus on protecting and enhancing the environmental features on the site as well as maximizing energy efficiency opportunities.

The Board of Selectmen has endorsed the project as a LIP. The Board was particularly supportive of the developer's intention to price these units so that it would attract Acton employees to Town residency. In addition, the developer is proposing to designate one of the affordable units for a returning disabled veteran. It is our understanding that the developer's consultant is in discussions with your agency at this time to work out some of the requirements that would still allow this unit to be restricted.

Sincerely,

Paulina Knibbe
Chair, Board of Selectmen



**Town of Acton
472 Main Street
Acton, Massachusetts 01720**

Telephone (978) 264-9612
Fax (978) 264-9630

**Paulina S. Knibbe, Chair
Board of Selectmen**

August 24, 2009

**Draft Board of Selectmen Minutes
August 24, 2009**

40B LIP FILING, 99 PARKER STREET

Mr. Dyer asked for the Board's support in this project. Peter asked about his application and wanted to know where the wetlands were on the project.

Lauren thanked them for being community friendly. She also thanked them for a win-win situation under the LIP filing. She however wanted them to buffer the site to protect the neighbors.

Terra wanted to be more conscious about the tax burden on existing residents when these are proposed.

Mike thanked him for his veteran contribution. Paulina noted that as long as 40B exists we need to provide it and this project is more appropriately sized and styled. She is concerned about the wetlands, but if ConsCom is comfortable with what has been worked out, she is. Mr. Dyer said that they will continue to work with the Conservation Commission.

Rodger Klopf an abutter was concerned about the closeness to his property, and ledge. Mark Starr said they did not plan on blasting, but if needed they would go through the regulations for blasting, doing an existing house survey etc.

Looking for the Board to accept and send to the application to DCHD. PETER BERRY- Moved to sign the LIP application for 99 Parker Street. LAUREN ROSENZWEIG – second. 4-1 Terra NO, motion passes

Maryjane Kenney

BOS M.J.
7/17/09

From: Nancy Tavernier [ntavern@comcast.net]
Sent: Wednesday, July 15, 2009 9:21 AM
To: Manager Department
Cc: Acton Community Housing Corporation
Subject: Parker St. intro letter BOS.doc

Attachments: Parker St. intro letter BOS.doc



Parker St. intro
letter BOS.do...

Attached please find information for the BOS as a preliminary to the August 10 meeting. More information will come for that week. We would ask that this go to the BOS this weekend as a heads up.

Thanks.

Nancy

Acton Community Housing Corporation

Nancy Tavernier, Chairman

TOWN OF ACTON

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

achc@acton-ma.gov

TO: Board of Selectmen
FROM: Nancy Tavernier, Chair
SUBJECT: New 40B information
Date: July 15, 2009

The ACHC wants to give the Board a heads up for a new five unit 40B proposal located at 99 Parker St. This project is a DHCD Local Initiative Program project also called a Friendly 40B. We have met with the developer Mark Starr and his consultant Dennis Dyer on several occasions and they have met with the Town department heads twice. With a LIP project, both the Chair of the Board of Selectmen and the Chair of ACHC must sign the application that goes to DHCD for the initial approval by the state. DHCD will make a site visit, carefully review the application and pro forma and issue a site eligibility letter which will then allow the developer to apply to the Zoning Board of Appeals for a Comprehensive Permit. This would be expected to occur in late Fall. The last 40B that came before the Board was in July 2008. That was for Lalli Terrace at 442 Mass. Ave. That development is just now under construction.

On August 10, the developer will be presenting the proposed project to the Board. Here is a brief description of the proposal. There is an existing house on the property, which will remain, and four small single family homes will be constructed on the 1.45 acre site. Two of these units will be built in the rear of the lot and two will be built in the front. The homes will be a cottage/farmhouse design with 1400 sf of living area. The design is consistent with the existing farmhouse on site. The development will focus on protecting and enhancing the environmental features on the site as well as maximizing energy efficiency opportunities.

As part of the Comprehensive Permit requirements, 25% of the units must be sold as affordable deed restricted units to first time homebuyers. These working families must meet income and asset guidelines to qualify for purchase. Of the five units, two will be sold as affordable and three, including the existing home, will be sold at a market price. It is the intention of the developer to price these units to be attainable in an effort to attract Acton employees to Town. In addition, the developer is proposing to designate one of the units for a disabled veteran, either one of the affordable units or a market unit. The consultant is in discussions with DHCD at this time to work out some of the requirements that would still allow this unit to be restricted going forward. ACHC is supportive of this idea and is working with the team to address various issues that relate to this particular unit designation primarily in the affirmative fair marketing area.

Letters are being sent to all abutters, predominately condo owners in Parker Crossing, to notify them of the proposed development and offering contact information for the developer and ACHC. The developer will be scheduling a meeting with the Parker Crossing Condo Association to address any concerns they may have. ACHC has notified them all of the BOS appointment on August 10.

ACHC has voted to sign the LIP application and is strongly in support of this small scale proposal. We are giving the Board early notice so there will be time to get staff comments and recommendations for your August 10 meeting.

10/19/09
(15)

BOARD OF SELECTMEN AND SEWER COMMISSIONERS' MEETING

**August 24, 2009
Acton Town Hall
Francis Faulkner Hearing Room
7:00 P.M.**

SPECIAL EXECUTIVE SESSION AT 6:00 P.M. TO 7:00 P.M. Room 126

Present: Paulina Knibbe, Peter Berry, Lauren Rosenzweig, Terra Friedrichs late for Executive Session 6:40 p.m. and Mike Gowing, Asst. Town Manager Ledoux, Recording Secretary; Christine Joyce. The meeting was televised.

CITIZENS' CONCERNS

None

CHAIRPERSON'S UPDATE

Spoke about Exchange Hall renovations and Farmer's Market

OPERATIONAL MINUTE

Steve reported on Senior Center new carpet and flooring that are now in place

PUBLIC HEARINGS & APPOINTMENTS

TRANSPORTATION ADVISORY COMMITTEE – SOUTH ACTON COMMUTER TRAIN STATION CONCERNSCANCELLED MEETING****

HISTORIC DISTRICT COMMISSION OVERSIGHT MEETING

Michaela presented a slide show of the issues HDC are addressing. Michaela would like to be able to educate a staff person at town hall to speak face-to-face with people who come into Town Hall with proposals or questions regarding properties in the Historic Districts. Peter pointed out that he is a new liaison to this committee. Peter asked about scanning of materials in DocuShare. Michaela currently scans in documents and as Administrator she can change the names of the files to better reflect the applicant's submittal. Peter spoke about the use of Town Counsel and felt they are using more in relation to other statutory boards in town. It appears to be higher or more excessive. Michaela said for years use had been less than minimal in relation to the amount of value the HDC brings to town. Peter said that HDC should have the same sort of regulations like other boards, and maybe we can look at a more efficient use of Counsel. Peter said the information meetings are helpful. Terra said that she wanted to speak as a West Acton citizen and not as a board member with feedback about the costs and misunderstandings with HDC. Lauren said she has seen a lot of improvements and they are currently addressing the issues. Michaela was asked what the HDC does if someone will not comply. She was also asked what determines if a public hearing is needed. Michaela said a

hearing is required if it is a significant change. More details about what is under their jurisdiction, and what requires a public hearing is on their HDC Website. Lauren asked about whether the Commission will be pursuing a demolition-by-neglect bylaw this year for Town Meeting. Michaela indicated that instead of a bylaw they will be doing education around issues of historic preservation and the importance of maintaining historic structures so they don't get neglected. Education will include tools available to communities in regards to "demolition by neglect".

Mike asked about meeting schedule and appeal process. If anyone is aggrieved they must file within 20 days to have review with MAPC. If not satisfied with the outcome they can go to Superior Court.

Paulina asked Michaela to please send us before and after changes in the regulations so we can see what the changes were. She was also concerned with the amount of legal monies that have been spent. With regard for need of staff and different types of help from existing staff, the Board directed the Town Manager to see what assistance could be given to them within the existing limited resources. Michaela will forward the regulations showing the changes that they made this past year.

Peter noted to the Town Manager to consider more staff help to the HDC in the FY 11 budget.

LEO BERTOLAMI, 56 & 60 POWDER MILL ROAD SITE PLAN DISCUSISON

Paulina gave an overview of what they are considering on this issue. Mr. Bertolami has been asking for amendments over the years and has had three Amendments, and noted he is out of compliance now yet still he is asking for additional amendments. He wanted to go through the decision and Paulina said he had already received their decision in the form of his site plan decision. He wanted a set of stairs between the two lots. They voted against it because of the fire issues. He felt it helped with the project. Paulina noted that the ramp be installed later in accordance with the filled Site Plan, Third Amendment, and that he will put a Historical Restriction Covenant on the Doll House property at 56 Powder Mill. Items 3.3.4., 3.3.5 and 3.3.6 are all answered in Fire Chief's letter except for 3.3.5 a portion that needs to be striped. Paulina said ramp, striping and historical restriction on the Doll House are the issues he has now. Paulina explained what he wants under 3.3.2 written covenant about the ramp. Terra said that given that the fire lanes and hydrant and doll house is moved she feels the ramp is overkill and the stairs will be fine.

Lauren asked about handicapped access—if there are stairs does another pedestrian ramp need to be provided right there for disabled persons or is the sidewalk access sufficient? No answer was available. Lauren's preference was to reserve the space for the fire ramp and in the future it will get discussed when we look at the adjusted plan for the adjacent parcel.

Peter asked if Mr. Bertolami was going to tear down the Doll House once he gets what he wants with regard to this site.

The question is now do we vote it in or out. Mike said the requirement for the ramp should be done, the Doll House notwithstanding he does not know the terms of the agreement, he felt the ramp would make it more user friendly instead of the steps. Paulina said 3 selectmen want the ramp and 2 do not want the ramp-- is the requirement now or when the adjacent property is developed. She wants it written in now.

Paulina said the ramp is about safety and the Fire Chief says we need it and will not trade off on a safety issue.

Given that the sense of the Board, PAULINA KNIBBE – Moved to re-support the existing condition that says we want the covenant in recordable form as we did last year 3.3.3. TERRA FRIEDRICHS - second Terra asked if she could make a friendly amendment that the requirement for a ramp goes away if the deed restrictions are filed. Paulina said she rejects the friendly amendment. 3- 2 – Lauren, no, Terra Abstained. Motion Passes 3-2

Paulina said we want the deed covenant filed and the ramp built at a later date and suggested we add 30 days and make it to Sept 30, 2009. It was also noted that he missed the recording date with the registry and will have to have it filed. December 1, 2009.

56 Powder Mill Road, Paulina asked about a stay on the demolition of the Doll House. Mr. Bertolami agreed to additional 90 days which will bring it up to December.

Victoria Byer spoke about the doll house and she can't remember if he has filed for demolition permit. The permit was applied for and the waiting time is up late September of this year as he filed in January 09, they have not found someone to move the house at this time. Historical Commission was asked to try to find some one to move it if they could. Terra suggested we ask for private donations to move the house in lieu of demolition.

Remaining issue is the striping at the far point of the Ramp. The striping will call out the area for the potential ramp. He agreed with the lines and he will put them in.

Scott Mutch asked about the recording and it should be by September 30th for the Covenant. 3.3.3 Doll House.

LAUREN ROSENZWEIG - Moved that the BOS is willing to remove the condition in the permit that required him to have a historic perseveration Covenant placed on 56 Powder Mill if he signs letter that the he will postpone demolition for 90 days. No second.

LAUREN ROSENZWEIG - Move that we remove the condition that we have a Restrictive Historic covenant on the doll house and that he is to extend the demolition permit for 90 day to December 13, 2009, If an agreement is reached to extend the Demo for 90 days MICHAEL GOWING - .second – UNANIMOUS VOTE

Lauren suggested he go to the Design Review Board voluntarily in regard to the properties at 50, 56, and 60.

40B LIP FILING, 99 PARKER STREET


Mr. Dyer asked for the Board's support in this project. Peter asked about his application and wanted to know where the wetlands were on the project.

Lauren thanked them for being community friendly. She also thanked them for a win-win situation under the LIP filing. She however wanted them to buffer the site to protect the neighbors.

Terra wanted to be more conscious about the tax burden on existing residents when these are proposed

Mike thanked him for his veteran contribution—that he is planning to build one of the units for a returning disabled veteran. Paulina noted that as long as 40B exists we need to provide it and this project is more appropriately sized and styled. She is concerned about the wetlands, but if ConsCom is comfortable with what has been worked out, she is. Mr. Dyer said that they will continue to work with the Conservation Commission.

Rodger Klopff an abutter was concerned about the closeness to his property, and possible blasting of ledge. Mark Starr said they did not plan on blasting, but if needed they would go through the regulations for blasting, doing an existing house survey etc.

 Looking for the Board to accept and send to the application to DCHD. PETER BERRY Moved to sign the LIP application for 99 Parker Street LAUREN ROSENZWEIG – second. 4-1 Terra NO, motion passes

670 MASSACHUSETTS AVE. DISPOSITION AGREEMENT

Steve gave an overview of the issue. Peter said he feels we not sign and we don't take title. It was noted we have to get in there to see how much will be needed to fix it. We will need to get Bank permission to go in. Peter said we need to take ACHC recommendation.

Mike said he agrees with ACHC recommendation.

Paulina said this was just about an inspection at this time. Nancy Tavernier noted the difficulty in getting the utilities turned on. ACHC said we can't do an adequate review unless we have water. If it goes to auction the deed restriction is lost. It remains affordable only if another qualified family buys it.

Paulina was concerned with moving houses out of affordable stock. Steve said he needs to come back with information. Lauren wanted to get an idea what the bank might do for us.

SELECTMEN'S REPORTS

Terra spoke about the Commission on Disability and that they want to do a town a survey of population to find out the needs of disabled persons in town. She has spoken to staff and it would cost \$1,600 to fund this as they cannot be put in the Census envelope and asked for potential turn back monies to fund this. Paulina asked that the COD come in and speak to this request.

Peter spoke about SA Commuter Train Station
HIT (Health Insurance Trust) is in holding pattern and they are analyzing data for next year,

Peter also spoke about the condition of the newly repaired Exchange Hall building on School Street and commented on the use of CPC funds to make this rehab possible.

Lauren attended Regional Transportation and MAGIC meeting and they have put our projects such as rail trails on the TIP list and the rotary will get money if there are any left over monies available. They had the wrap-up meeting of the Sewer Advisory Committee for Spencer Tuttle Flint. She presented the DRAFT charge for the new Committee and received feed back from members of the neighborhood as to suggested additions and changes. She will be bringing a

Christine Joyce

From: Robert Craig
Sent: Friday, August 21, 2009 1:33 PM
To: Christine Joyce
Subject: Comprehensive Permit- 99 Parker Street

Please be advised that I have reviewed the above named plan and would concur with comments already submitted by the Engineering Department specifically related to turning radii and the need for additional information regarding the open grate in the drive, specifically relative to support of fire apparatus.

Robert C. Craig, Fire Chief
Acton Fire Department
371 Main Street - Acton, MA 01720

Phone: (978) 264-9645 / Fax: (978) 266-2885
rcraig@acton-ma.gov

8/21/2009

8/24/09
⑥ B

Acton Community Housing Corporation

Nancy Tavernier, Chairman

TOWN OF ACTON

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

achc@acton-ma.gov

TO: Board of Selectmen
FROM: Nancy Tavernier, Chair
SUBJECT: New 40B information
Date: August 21, 2009

The ACHC is recommending the new five unit 40B proposal located at 99 Parker St. This project is a DHCD Local Initiative Program project also called a Friendly 40B. We have met with the developer Mark Starr and his consultant Dennis Dyer on several occasions and they have met with the Town department heads twice. With a LIP project, both the Chair of the Board of Selectmen and the Chair of ACHC must sign the application that goes to DHCD for the initial approval by the state. DHCD will make a site visit, carefully review the application and pro forma and issue a site eligibility letter which will then allow the developer to apply to the Zoning Board of Appeals for a Comprehensive Permit. This would be expected to occur in late Fall. The last 40B that came before the Board was in July 2008. That was for Lalli Terrace at 442 Mass. Ave. That development is just now under construction.

On August 24, the developer will be presenting the proposed project to the Board. Here is a brief description of the proposal. There is an existing house on the property, which will remain, and four small single family homes will be constructed on the 1.45 acre site. Two of these units will be built in the rear of the lot and two will be built in the front. The homes will be a cottage/farmhouse design with 1400 sf of living area. The design is consistent with the existing farmhouse on site. The development will focus on protecting and enhancing the environmental features on the site as well as maximizing energy efficiency opportunities.

As part of the Comprehensive Permit requirements, 25% of the units must be sold as affordable deed restricted units to first time homebuyers. These working families must meet income and asset guidelines to qualify for purchase. Of the five units, two will be sold as affordable and three, including the existing home, will be sold at a market price. It is the intention of the developer to price these units to be attainable in an effort to attract Acton employees to Town residency. In addition, the developer is proposing to designate one of the affordable units for a returning disabled veteran. The consultant is in discussions with DHCD at this time to work out some of the requirements that would still allow this unit to be restricted going forward. ACHC is supportive of this idea and is working with the team to address various issues that relate to this particular unit designation primarily in the affirmative fair marketing area.

Letters are being sent to all abutters, predominately condo owners in Parker Crossing, to notify them of the proposed development and offering contact information for the developer and ACHC. The developer will be scheduling a meeting with the Parker Crossing Condo Association to address any concerns they may have.

ACHC has voted to sign the LIP application and is strongly in support of this small scale proposal. We urge the Board of Selectmen to support this proposal.

8/24/09
⑥

ACTON CONSERVATION COMMISSION

INTERDEPARTMENTAL COMMUNICATION

To: Town of Acton Board of Selectmen **Date:** August 21, 2009
From: Town of Acton Conservation Commission
Subject: 99 Parker Street – Chapter 40B / LIP Application

The Conservation Commission ("Commission") voted on August 19, 2009 to approve the above-captioned proposal under the Massachusetts Wetlands Protection Act ("Act") alone. Although the Applicant has not yet applied for or been granted a Comprehensive Permit for the proposed Chapter 40B project¹, the Commission assumed that the requirements of Chapter 40B applied, and therefore did not consider the requirements of the Town of Acton Wetland Protection Bylaw ("Bylaw") in evaluating the proposal. Under the Bylaw, approval of the project would have been difficult and perhaps impossible.

The Commission greatly appreciates the Applicant's efforts to seek the Commission's comments on earlier versions of the plans, modify the plans to address some of the Commission's concerns, and produce a project design that is environmentally sensitive, with a comprehensive stormwater management system that creatively incorporates rain gardens and pocket wetlands, and a landscaping plan that includes native, non-invasive plants.

In approving the project under the Act, the Commission essentially confirmed that the project will protect and contribute to the interests of the Act, including notably protection of public and private water supply, protection of groundwater supply, flood control, storm damage protection and prevention of pollution.

The fact remains, however, that if the Commission had been able to evaluate the proposal under the Bylaw, the lack of compliance with Bylaw setback requirements would have been an obstacle to approval. Increasing the stock of affordable housing is an important societal goal, but so, too, is the protection of wetlands and their buffer zone, in this instance by means of the increased Bylaw setbacks that Acton residents approved in 2003. The Applicant's project is very appealing in design and purpose, but the non-compliance with Bylaw setbacks remains a significant concern for the Commission.

¹ The narrative accompanying the Notice of Intent (filed August 11, 2009) states that the project will consist of four new single-family, "affordable" houses, plus the existing structure, which will be renovated. Note, however, that a July 15, 2009 memorandum from the Acton Community Housing Corporation to the Board of Selectmen states that only two of the houses will be "affordable."

Christine Joyce

From: Roland Bartl
Sent: Tuesday, August 11, 2009 2:45 PM
To: Christine Joyce; Manager Department
Cc: Planning Department
Subject: RE: Comments regarding Proposed Veterans' housing at 99 Parker Street

Chris:

The Planning Department staff has seen this proposal in a conceptual manner on a number of occasions and feels that it is a doable project - meaning that we are reasonably certain that detailed design and technical considerations can be worked out at the time of application to the Board of Appeals for a comprehensive permit.

We have not conducted a detailed review on the basis of the comprehensive permit policy chart. The applicant is aware of the policy and appears to want to satisfy as many "plus points" as he possibly can. However, the site for the proposed project is not in a preferred location under the policy - to be within walking distance to a village or commercial center. The small scale of the project (5 dwelling units) largely contains any negative effect of the non-preferred project location.

Planning sees no reason at this time not to support the LIP project proposal.

In the application, on page 2 - change CEO name to current Board of Selectmen Chair.

Roland Bartl, AICP
 Planning Director
 472 Main Street
 Acton, MA 01720
 (978) 264-9636

From: Christine Joyce
Sent: Tuesday, August 11, 2009 10:53 AM
To: Engineering Department; Planning Department; Board of Health; Building Department; Natural Resources Department; Dean Charter; Robert Craig; Kevin Lyons
Subject: Comments regarding Proposed Veterans' housing at 99 Parker Street

The Board of Selectmen have been asked to sign the attached LIP application for a proposed 40B project at 99 Parker Street. Please send me your brief comments by August 20th in order to have your comments in the Selectmen's Packet.

Christine Joyce

From: Doug Halley
Sent: Thursday, August 20, 2009 4:13 PM
To: Christine Joyce
Subject: RE: Comments regarding Proposed Veterans' housing at 99 Parker Street

The Health Department has reviewed the proposal at 99 Parker Street and would note that it is proposed to access the public sewer. Currently one betterment unit has been issued to the property but the construction proposed is equal to five betterment units. The Town Bylaws D10. Sewer Assessment Bylaw Paragraph 5. b. states

"The Sewer Commissioners may establish reasonable fees pursuant to G.L. c. 83, § 17, to cover costs of construction of common sewers and other facilities required to serve land previously assessed a sewer betterment based on its existing use and/or its existing zoning potential where such land is later developed and/or subdivided for more intensive use (such as through a comprehensive permit under G.L. c. 40B, a zoning change, a subdivision, an approval not required plan, or other means). This fee shall be calculated based on the number of Sewer Assessment Units attributable to the intensified use of the land minus the number of Sewer Assessment Units originally assessed to the land, and may be adjusted by such other factors as the Sewer Commissioners, by regulation promulgated pursuant to this bylaw, determine to be appropriate. This fee shall be paid before any sewer connection permit or building permit is issued for the intensified use or, if a sewer connection permit or building permit is not required for the intensified use, before that use is commenced. The Sewer Commissioners may, by regulation promulgated pursuant to this bylaw, divide this fee among the land involved."

Based on this the department would recommend that 4 additional privilege units be applied to this proposal and that the privilege payment be submitted prior to the issuance of a building permit or a sewer connection permit.

From: Christine Joyce
Sent: Tuesday, August 11, 2009 10:53 AM
To: Engineering Department; Planning Department; Board of Health; Building Department; Natural Resources Department; Dean Charter; Robert Craig; Kevin Lyons
Subject: Comments regarding Proposed Veterans' housing at 99 Parker Street

The Board of Selectmen have been asked to sign the attached LIP application for a proposed 40B project at 99 Parker Street. Please send me your brief comments by August 20th in order to have your comments in the Selectmen's Packet.



TOWN OF ACTON
472 Main Street
Acton, MA 01720
Telephone (978) 264-9628
Fax (978) 264-9630

Engineering Department

INTERDEPARTMENTAL COMMUNICATION

To: Manager's Office
From: Engineering Department
Date: August 17, 2009
Subject: Comprehensive Permit – 99 Parker Street

The Engineering Department has conducted a preliminary review of the plans for 99 Parker Street dated August 6, 2009 and has the following comments.

- It is our understanding that a definitive set of plans and supporting documents and calculations will be submitted at a later date so that the Town can conduct a more comprehensive review of the project.
- This project submittal does not include a detailed study of the proposed drainage system such as the gravel filter strips, the open grate over the existing swale, etc... Prior to the final plan approval, the engineer should submit a copy of their detailed drainage calculations so that we can review the adequacy of the proposed drainage system. The project is located with Groundwater Protection District Zone 3. The Town requires all runoff from impervious cover (i.e. pavement) to be funneled into gas trap catch basins and some additional treatment and renovation of the first inch of runoff prior to discharging to wetlands or infiltrating to groundwater.
- The Engineering Department will conduct a more-detailed review of the project when the supporting calculations such as the earth removal and water balance calculations are submitted to the Town.
- All site plans shall have the seal of a Registered Professional Engineer, Registered Land Surveyor, Registered Landscape Architect, Registered Landscape Architect, or some combination of these as appropriate to the data on the sheet.
- Topography and all elevations shall be referenced to the National Geodetic Vertical Datum of 1929 with the location and elevation of the starting bench mark plus at least two additional temporary bench marks on the SITE.

Engineering Department

- We would defer comment to the Fire Chief to ensure emergency personnel can safely access and maneuver within the site. Based on my turning templates for an emergency SU-30 vehicle, the pavement radiuses at Parker Street might need to be modified to allow a fire truck heading north on Parker Street to enter the site without driving over the grass shoulder or obstructing oncoming traffic on Parker Street. It also appears that the turnaround leg in front of unit 4 will need to be modified to allow the fire truck to maneuver on-site without driving over the shoulder.
- Prior to the final plan approval, the applicant will have to propose street addresses for the units on the site. The applicant will need to obtain final approval for the street addresses from the Engineering, Police and Fire Departments.
- The applicant will be required to apply for Permits to Construct within a Public Way for the work shown in the layout of Parker Street such as the relocated driveway apron(s), any new underground utilities, etc...
- There are no sidewalks on Parker Street in the vicinity of this project.
- The plans show some proposed landscaping along Parker Street. I would defer comments related to landscaping to the Tree Warden, but we recommend that any landscaping near the front property line should be placed such that it will not impact the sight distance for drivers. The applicant should ensure that they have adequate sight distance for the 85% speed of the traffic on Parker Street. We would also ask that the landscaping adjacent to the conservation land be situated such that it does not impact the sight distance for drivers exiting the parking area.
- We recommend that an as-built plan showing the buildings, pavement, drainage and utilities be required at the conclusion of construction to show that the project was constructed according to the approved plans.
- The applicant may need a guard rail at the wetland crossing. Based on the plans, the road will be about 7 feet above the existing swale.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Jane Wallis Gumble, Director

*Bob Lait
12/23/09*

*Packet in Meg's
Office*

December 21, 2009

Ms. Paulina Knibbe
Chairman
Board of Selectmen
Town of Acton
472 Main Street
Acton, Massachusetts 01720

RE: Chapter 40B Comprehensive Permit

Project Name: 99 Parker Street
Location: 99 Parker Street
Number of Units: 5
Subsidizing Agency: Department of Housing and Community Development
Applicant: Red Acre Development Corp.

Dear Ms. Knibbe:

This will serve to notify you, pursuant to 760 CMR 31.01 (2)(d), that the above-named Applicant has applied to the above-named Subsidizing Agency under the Local Initiative Program for preliminary approval of the above referenced project. The project is a condominium development with a total of five (5) units, two of which are low income under 40B.

Enclosed please find a copy of the application for your review. The review period for comments ends 30 days from the date of this letter. Any comments will be considered prior to issuing a determination of Project Eligibility.

Please address comments to:

Catherine Racer, Associate Director
Division of Housing Development
DHCD
100 Cambridge Street, Suite 300
Boston, MA 02114

If you have any questions regarding this letter, please feel free to call me at (617) 573-1322.

Sincerely,


Catherine Racer
Associate Director

Enc.

8/24/09

(6)
A

Local Initiative Program



Application for Comprehensive Permit Projects

10/1/03

Revised for
Typo's 8/20/09



Department of Housing & Community Development
100 Cambridge St., Suite 300 ~ Boston, MA 02114 ~ 617-573-1359

INSTRUCTIONS

Please submit three copies of the application plus two copies of all drawings. The submittal must include a check for the processing fee, payable to DHCD, for \$1500 per project plus \$20 per unit.

Mail to:
Department of Housing & Community Development
100 Cambridge St., Suite 300 ~ Boston, MA 02114
Boston, MA 02114
Attn: Office of Housing Development Division

Email to:
marilyn.contreas@ocd.state.ma.us

To fill out the application electronically, simply position your cursor on a line and type. You can use the tab key to move between questions. *Note that for email submissions, signatures and all attachments including payment must be sent separately by regular mail.*

Most questions are self-explanatory. If you need assistance, please contact Marilyn Contreas at 617-573-1359.

For question 12 on page 5, please provide the general designation of zoning (e.g. residential, business, mixed-use). Do not provide only the specific municipal category (e.g. R-1).

For question 4 on page 6, "affordable units" must be at least 25% of the total and must be affordable to households with incomes at or below 80% of area median. Refer to the Guidelines for more information. "Other units" are those that are made available under special financing or special agreement (e.g. with Section 8 vouchers or through MassHousing programs).

For rental projects, you must use the One Stop Application, available online at <http://www.onestopapp.com/>, instead of Unit Composition (page 8) and Ownership Pro Forma (page 11). Contact DHCD for assistance.

Notes on required attachments (see Checklist, page 17): The letter of interest from a construction lender should be pertinent to the proposed project. The map of the community highlighting the site can be any type of map showing at least major roads. The rationale for the affordable prices should explain your assumptions and what factors you considered.

Application Contents

General Information	p. 1
Municipal Contact Information	p. 2
Community Support	p. 3
The Site	p. 4
Surrounding Neighborhood & Community	p. 5
The Project	p. 6
Design and Construction	p. 9
Project Feasibility	p. 11
The Development Team	p. 13
Marketing and Lottery Plans	p. 16
Checklist of Attachments	p. 17

Department of Housing & Community Development

Local Initiative Program

Application for Comprehensive Permit Projects

GENERAL INFORMATION

1. Community: Acton
2. Name of Development: 99 Parker Street LLC
3. Site Address: 99 Parker Street
4. Developer: Mark Starr
5. Municipal Project Contact: To Be Determined
6. Title: Chair, Board of Appeals
7. Address: Town Hall
8. Phone: 978-264-9632 Fax: 978-264-9630
10. Email: _____

11. Type of Housing:

☐ Fee Simple
☒ Condominium

☐ Rental
☐ Age Restricted

12. Project Characteristics:

☒ New Construction
☒ Rehabilitation

☐ Conversion
☐ Other

13. Total Acres 1.45 Density of Project (units/acre) 3.5

14. Are there wetlands on the site? ☒ Yes ☐ No

15. Unit Count:

Total Number of Units 5 Affordable 2 Market 3

16. Unit Prices/Rents:

Market Rate \$399,000.00
Affordable \$185,000.00

17. Required Signatures:

Chief Elected Official of Municipality

Date

Chairman, Local Housing Partnership
(if applicable)

Date

Municipal Contact Information ~ Other than Project Contact

1. Chief Elected Official

Name Paulina Knibbe
Address 472 Main Street Acton, MA 01720
Phone (978) 264-9611 Fax (978) 264-9630
Email bos@acton-ma.gov

2. Town Administrator/Manager

Name Steve Ledoux
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9612 Fax (978) 264-9630
Email manager@acton-ma.gov

3. City/Town Planner (if any)

Name Roland Bartl
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9636 Fax (978) 264-9630
Email planning@acton-ma.gov

4. Chairman, Zoning Board of Appeals

Name To Be Determined
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9632 Fax (978) 264-9630
Email _____

5. Chairman, Local Housing Partnership (if any)

Name Nancy Tavernier
Address 472 Main Street Acton, MA 01720
Phone 978-263-9611 Fax (978) 264-9630
Email achc@acton-ma.gov

Community Support

1. Letter of Support from Municipality

Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership

If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions

Check off all that apply and provide a brief description at the end.

- ☐ Land donation (dollar value_____)
- ☐ Building donation (dollar value_____)
- ☒ Marketing assistance
- ☐ Other work by local staff
- ☒ Density increase
- ☐ Waiver of permit fees
- ☒ Other regulatory or administrative relief (specify)
Decrease Wetland Setbacks_____
- ☐ Local funds (cash)
Amount \$_____
- ☒ Agreement by a lender to provide favorable end-loan financing
(ownership projects only)
- ☐ Other (specify)

Briefly explain the contributions:

The project will have a density of 3.5 homes per acre rather than the by right "Residential 4" zoning of two dwellings; The homes will be within the 100 ft wetland set back, but no less than 25 ft; The developer is exploring the possibility of favorable end-loan financing; The developer will look to the Acton Community Housing Corporation to assist in the marketing of the affordable homes as well as some guidance on the marketing of the "attainable" market rate homes. The developer will work with ACHC and a local agent to develop a "lottery" program for the "affordable" homes to assume compliance with DHCD guidelines for accessibility.

4. Conformance with Local Plans

If applicable, briefly describe how the project fits with any planning the community has done (e.g. master plan, EO 418 housing strategy or CD Plan, affordable housing plan).

The plan seeks to expand the affordable housing inventory and the moderate income, or "attainable" housing inventory as described in To Live in Acton by keeping the "market rate" home at a price attainable by average home buyers;

The Site

1. Site Characteristics

Describe the site and note the presence of any development constraints such as wetlands or ledges. If there are any unusual site conditions, explain them here.

The site is approximately 61,923 sq ft. Of this, 21,414 (34.6%) are described as wetland, 40,509 sq ft (65.4%) are described as upland. The site is bisected by a small rain induced stream and wetland. The plan would develop homes within the normal 100 ft. buffer zone, but outside the 25 ft. no disturb zone. The Condominium Documents would specifically prohibit any future building of even temporary structures in these areas. The Documents will also require plans to maintain the integrity of the stormwater management system of rain gardens, vegetative swails, pocket wetlands and bio-retention areas, as well as plans to remove and protect against invasive plant species.

2. Describe the current and prior uses of the site. If there are any existing buildings, explain what will be done with them. Single Family Home . . . Home will be extensively renovated and become one of the three attainable market rate homes.

3. Is the site or any building on the site listed, nominated, or eligible for listing on the National or State Register of Historic Places? ☐ Yes ☒ No

4. Is the site located in or adjacent to an historic district? ☐ Yes ☒ No

5. Acreage

Acreage on site	<u>61,923 sq ft</u>
Total buildable acreage	<u>40,509 sq. ft (65.4%)</u>

6. Site Control

☐ Developer owns the site. *Attach a copy of the deed.*

☒ Developer holds a Purchase and Sale agreement or option on the site. *Attach a copy of the P&S or option.*

7. Value of Land

*Attach verification of the value of the land either through the last arms-length transaction if the transaction occurred within the last three (3) years or through a current appraisal by a licensed appraiser showing the value of the land **under by-right zoning**.*

8. Available Utilities & Infrastructure

☒ Public water

☐ Private well

☒ Public streets

☒ Private streets

☒ Public sewer

☐ Private sewer

☐ Septic system

☐ On-site package treatment or alternative

9. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service. Commuter rail approximately a mile from project

10. Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site. NO

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.

☐ Yes

☒ No

12. Current Zoning

Zoning classification

R 4

Usage allowed

Single family Home

Units per acre allowed

One

13. Has the municipality denied a permit on another proposal for this site within the last 12 months?

☐ Yes

☒ No

14. What waivers will you be requesting under the comprehensive permit?

Wetland Setback Reduction from 100 ft to 25 ft; and Increased Density with extensive state of the art stormwater management and low impact development techniques to both protect the existing wetlands and potentially make them function better for aquifer recharge in the future.

Surrounding Neighborhood & Community

1. Describe the land uses in the surrounding neighborhood. Single Family Homes, Multi-family Apartment Complexes, Multi-family Condominium Complex, Town Conservation Land; MBTA Train Tracks; Some Commercial Construction Storage, Some Farming

2. What is the prevailing zoning in the surrounding neighborhood? R 4 Residential

3. Describe nearby amenities and services such as shopping or recreation. Town Conservation Land; Walking Trails

4. Is the site close to other affordable housing units? If so, provide the distance. There are affordable homes in the two abutting and nearby apartment complexes as well as the condominium complex. There is also an eight home 40B development within one-half mile at 64 River Street.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development), if at all. The Project is the reuse

of an existing home; The Project will cluster condominium design with the appearance of single family farmhouses or cottages.

The Project

1. Type of Project Total number of units

Fee simple	_____
Condo	<u>5</u>
Rental	_____
Other	_____

2. Project Style Total number of units

Detached single-family	<u>5</u>
Rowhouse/townhouse	_____
Duplex	_____
Multifamily house (3+ family)	_____
Apartment building	_____
Other (specify)	_____

3. If there will be multiple buildings, will they follow smart growth design (e.g. cluster)? Explain. The five condominium homes will be clustered in two upland areas and use the best practices low impact development techniques for storm water management and aquifer recharge. The homes will meet Energy Star Standards to reduce the carbon footprint of the homes.

4. Unit Mix	Number	Percentage of Total
Affordable (see Instructions)	<u>2</u>	<u>40</u>
Market Rate	<u>3</u>	<u>60</u>
Handicapped Accessible	<u>1</u>	<u>20</u>
Other (see Instructions)	_____	_____
Total Units	<u>5</u>	<u>100</u>

5. Will the project meet Energy Star Standards? If so, describe. YES, To Be Determined

6. Estimate the percentage of the site used for:

Buildings <u>6.8</u>	Parking & Paved Areas <u>11.3</u>
Usable Open Space <u>47.3</u>	Unusable Open Space <u>34.6</u>

7. Development Schedule

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	Total by type
Number of affordable units	<u>2</u>	<u> </u>	<u> </u>	<u> </u>
Number of market units	<u>3</u>	<u> </u>	<u> </u>	<u> </u>
Total by phase	<u>5</u>	<u> </u>	<u> </u>	<u> </u>

Please complete the following chart with the appropriate projected dates:

All permits granted	<u>Winter 2009</u>	<u> </u>	<u> </u>
Construction start	<u>Early Spring 2010</u>	<u> </u>	<u> </u>
Marketing start - affordable units	<u>Winter 2009</u>	<u> </u>	<u> </u>
Marketing start - market units	<u>Winter 2009</u>	<u> </u>	<u> </u>
Construction completed Phase 1	<u>Early Summer 2010</u>	<u> </u>	<u> </u>
Initial occupancy	<u>Early Summer 2010</u>	<u> </u>	<u> </u>

8. If any public funds will be used to develop this project, please indicate the source, the amount, and the use. NA

9. Local tax rate per thousand: \$16.53

10. Will all features and amenities available to market buyers also be available to affordable buyers? If not, explain the differences. YES

11. Unit Composition ~ Ownership Projects Only*

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft.	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	2	3	2.5	1400	2			<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Market	2	3	2,5	1400	2			<input type="checkbox"/>
	1	3	2.5	1400	2			<input checked="" type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Other								<input type="checkbox"/>
								<input type="checkbox"/>

*For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

Design and Construction

1. Drawings

Please submit two copies of all drawings. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42" and must be folded into 8 ½" X 11".

Cover sheet showing written tabulation of:

- ☒ Proposed buildings by design, ownership type, and size
- ☒ Dwelling unit distribution by floor, size, and bedroom/bath number
- ☒ Square footage breakdown of commercial, residential, community, and other usage in the buildings
- ☒ Number of parking spaces

Site plan showing:

- ☒ Lot lines, streets, and existing buildings
- ☒ Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- ☒ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- ☒ Wetlands, contours, ledge, and other environmental constraints
- ☒ Identification of affordable units
- ☐ Sidewalks and recreational paths
- ☐ Site improvements, including landscaping

Utilities plan showing:

- ☒ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- ☒ Typical building plan
- ☒ Typical unit plan for each unit type with square footage tabulation
- ☒ Elevation, section, perspective, or photograph
- ☒ Typical wall section

2. Construction Information

<u>Foundations</u>	<u># Mkt Units</u>	<u># Affordable Units</u>	<u>Attic</u>	<u># Mkt Units</u>	<u># Affordable Units</u>
Slab on Grade	_____	_____	Unfinished	<u>3</u>	<u>2</u>
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	<u>3</u>	<u>2</u>	Other	_____	_____

<u>Exterior Finish</u>	<u># Mkt Units</u>	<u># Affordable Units</u>	<u>Parking</u>	<u># Mkt Units</u>	<u># Affordable Units</u>
Wood	_____	_____	Outdoor	<u>1</u>	<u>1</u>
Vinyl	<u>3</u>	<u>2</u>	Covered	_____	_____
Brick	_____	_____	Garage	<u>1</u>	<u>1</u>
Fiber Cement	_____	_____	Bicycle	<u>na</u>	<u>na</u>
Other	_____	_____			

Heating System

Fuel: ☐ Oil ☒ Gas ☐ Electric ☐ Other

Distribution method (air, water, steam, etc.): warm air

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction: To Be Determined

Non-Residential Space

Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. NA

Modular Construction

If modular construction will be used, explain here. NA

Project Feasibility ~ Ownership Projects*

1. Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$335000	\$67000	\$45	
<u>Hard Costs:</u>				
Earth Work	\$50000	\$10000	\$6.6	
Site Utilities	\$10000	\$2000	\$2	
Roads & Walks	\$20000	\$4000	\$2.7	
Site Improvement	\$50000	\$10000	\$6.6	
Lawns & Planting	\$16000	\$3200	\$	
Demolition	\$NA	\$	\$	
Unusual Site Cond.	\$10000	\$2000	\$2	
(b) Total Site Work	\$136000	\$27200	\$18	
Concrete	\$32000	\$6400	\$4.3	
Masonry	\$NA	\$	\$	
Metals	\$NA	\$	\$	
Carpentry	\$130000	\$26000	\$17.3	
Roofing & Insulation	\$28000	\$5600	\$3.7	
Doors & Windows	\$24000	\$4800	\$3.3	
Interior Finishes	\$12000	\$24000	\$16	
Cabinets & Appliances	\$32000	\$6400	\$4.3	
Plumbing & HVAC	\$72000	\$14400	\$9.6	
Electrical	\$40000	\$8000	\$5.3	
(c) Total Construction	\$478000	\$95600	\$63.7	
(d) General Conditions	\$	\$	\$	
(e) Subtotal Hard Costs (a+b+c+d)	\$949000	\$189800	\$126.5	
(f) Contingency	\$50000	\$10000	\$6.6	
(g) Total Hard Costs (e+f)	\$999000	\$199800	\$133	
<u>Soft Costs:</u>				
Permits/Surveys	\$60000	\$12000	\$8	
Architectural	\$15000	\$3000	\$2	
Engineering	\$50000	\$10000	\$6.6	
Legal	\$10000	\$2000	\$1.3	
Bond Premium	\$	\$	\$	
Real Estate Taxes	\$10000	\$2000	\$1.3	
Insurance	\$5000	\$1000	\$0.67	
Security	\$	\$	\$	
Developer's Overhead	\$25000	\$5000	\$3.3	
General Contractor's Overhead	\$0	\$	\$	
Construction Manager	\$75000	\$15000	\$10	
Property Manager	\$0	\$	\$	
Construction Interest	\$50000	\$10000	\$6.6	
Financing/Application Fees	\$15000	\$3000	\$2	
Utilities	\$5000	\$1000	\$0.67	

*For Rental Projects, fill out the Pro Forma from the One Stop Application.

Maintenance (unsold units)	\$	\$	\$	
Accounting	\$5000	\$1000	\$7	
Marketing	\$50000	\$10000	\$6.6	
(h) Subtotal Soft Costs	\$320000	\$6400	\$4.3	
(i) Contingency	\$32000	\$6400	\$4.3	
(j) Total Soft Costs (h+i)	\$352000	\$70400	\$46.9	
(k) Total Development Costs (g+j)	\$1351000	\$270200	\$180000	

2. Profit Analysis *(should conform to the pro forma)*

Sources:

Affordable projected sales	\$370000
Market sales	\$1200000
Public grants	\$
(A) Total Sources	\$1570000

Uses:

Construction Contract Amount	\$NA
(B) Total Development Costs	\$1351000

Profit:

(C) Total Profit (A-B)	\$249000
(D) Percentage Profit (C/B)	\$18.4

3. Cost Analysis *(should conform to the pro forma)*

Total Gross Building Square Footage	7000
Residential Construction Cost per Sq. Ft.	\$
Total Hard Costs per Sq. Ft.	\$
Total Development Costs per Sq. Ft.	\$180
Sales per Sq. Ft.	\$213
<i>(do not include proceeds from public grants)</i>	

The Development Team ~ Contact Information and Experience

1. Developer

Name Red Acre Development Corp.
Address 22 Elm St. Acton Mass. 01720
Phone 9782630795 Fax _____
Email markstarrvball@verizom.net Tax ID #04 3213795

2. Contractor/Builder

Name Mark Starr
Address 22 Elm St. Acton Mass. 01720
Phone 9782630795 Fax _____
Email markstarrvball@verizom.net Tax ID # _____

3. Architect/Engineer

☐ LEED certified?

Name Meridian Associates
Address 69 Milk St. Suite 302 Westborough, Mass. 01581
Phone 5088717030 Fax 5088717039
Email www.meridianassoc.com Tax ID # _____

4. Attorney

Name Michael Rubin
Address Lexington, MA
Phone 7818609657 Fax _____
Email rubin@massfirm.com Tax ID # _____

5. Marketing Agent (if more than one, attach a separate sheet)

Name Acton Real Estate(Joan Meyer)
Address 371 Massachusetts Avenue, Acton, MA 01720
Phone 978-263-1126 Fax 978-263-6013
Email _____ Tax ID # _____

6. Consultant

Name Dennis M. Dyer
Address 152 Essex Street, Beverly, MA 01915-3637
Phone 978-578-0509 Fax _____
Email dmdyer@verizon.net Tax ID # _____

7. Team Experience -- The Developer and Contractor

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past three years. Include projects currently in construction. Provide owner references for each project, including a current phone number.

DEVELOPER'S EXPERIENCE

Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone
Red Acre Estates	Stow, MA.	19	no	single family	sales	2.8 million	1993	Mark Starr
Benjamin Dr.	Boxboro, MA.	6	no	single family	sales	2.2 million	1995	Mark Starr
Jesse Drive	Acton, MA.	2	no	single family	sales	1.6 million	2004	Mark Starr
Daniel's Way	Boxboro, MA	2	no	single family	sales	1.3 million	2006	Mark Starr

CONTRACTOR'S EXPERIENCE

Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone
Red Acre Estates	Stow, MA	19	no	single family	slaes	2.8 Million	1993	Mark Starr
Benjamin Dr.	Boxboro, MA	6	no	single family	sales	2.2 million	1995	Mark Starr
Jesse Dr.	Acton, MA	2	no	single family	sales	1.6 million	2004	Mark Starr
Daniel's Way	Boxboro, MA	2	no	single family	sales	1.3 million	2006	Mark Starr

Marketing and Lottery Plans

1. Marketing Plan

Please provide on a separate sheet a marketing plan in accordance with the LIP Guidelines. The marketing plan should be designed to reach all segments of the eligible population within the HUD region (see Appendix B of the Guidelines), should be specific to the project, and should contain sufficient information on: project size, unit mix, number and type (number of bedrooms) of affordable units, sales price or rent level, selection process for affordable units (e.g., lottery to be held), maximum qualifying income for the affordable units, local preference percentage and criteria (if any), and sales agent information, including telephone number. Describe the proposed time frame for marketing activities.

The marketing plan also needs to include a narrative on outreach to minority populations in the HUD region (Appendix C of Guidelines), including but not limited to: use of newspapers, notice to social service, religious, and/or civic organizations, employers or employer organizations, organizations offering homebuyer education programs, and public meetings.

2. Proposed Lottery Process for Affordable Units

A lottery process is most often used to achieve fair and open access to the project's affordable units. On a separate sheet, provide a description of the lottery process for this project that includes information on:

- o income eligibility*
- o the application process*
- o where, when, and how to obtain an application*
- o plans for public meetings to be held to explain the lottery process*
- o preference categories including the number of units in each category*
- o who will oversee the lottery process*

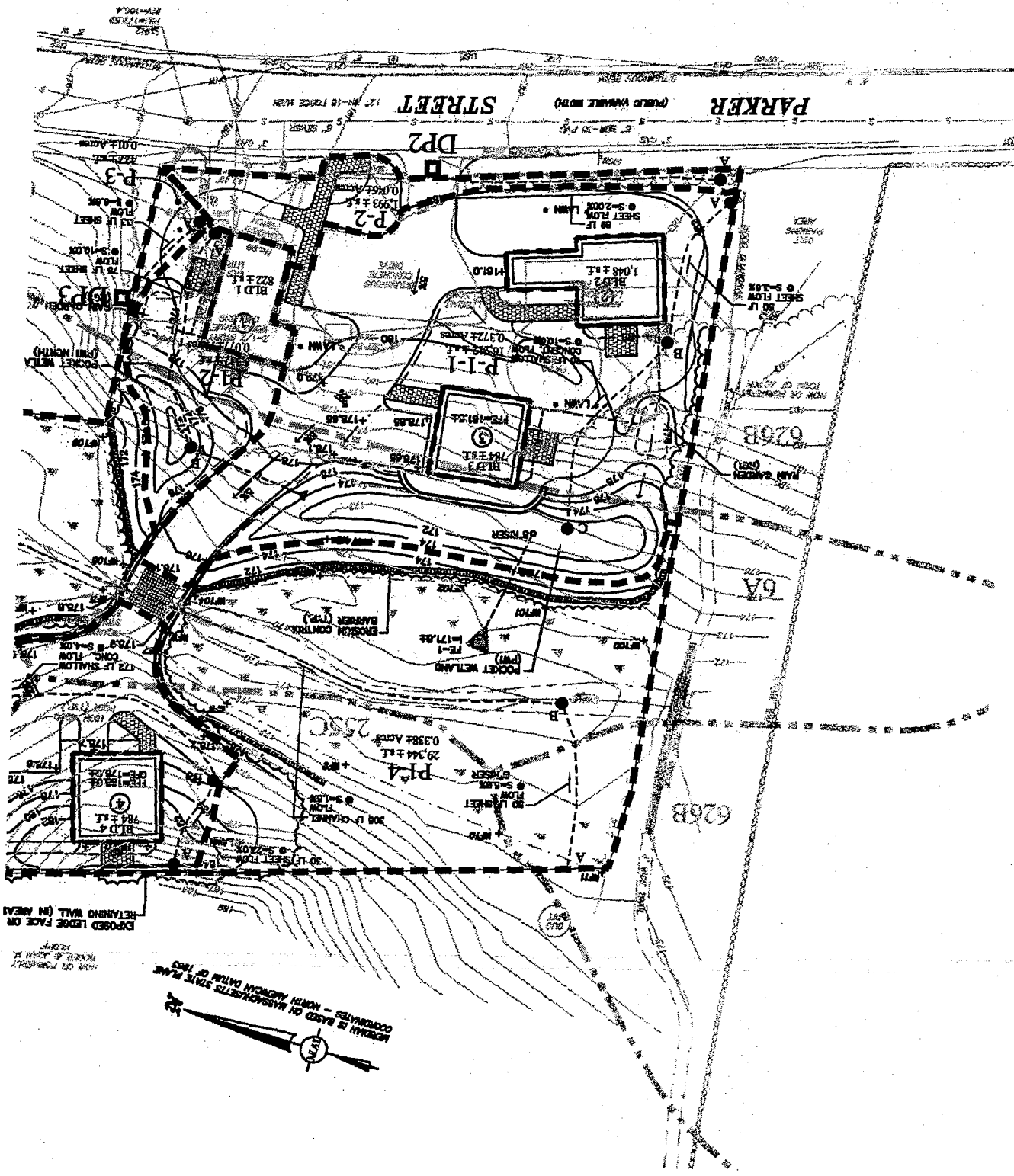
Refer to page 18 of the LIP Guidelines to prepare the description.

Checklist of Attachments

- ☐ Letter of support signed by Chief Elected Official of municipality
- ☐ Letter of support from local housing partnership (if applicable)
- ☐ Signed letter of interest from a construction lender (see Instructions)
- ☐ Map of community showing location of site (see Instructions)
- ☐ Directions to site from I93 or I90 in Boston or from nearest train station if appropriate (please do not use MapQuest or MapBlast)
- ☐ Check payable to DHCD
- ☐ Rationale for calculation of affordable purchase prices or rents (see Instructions)
- ☐ Copy of site control documentation (deed or Purchase & Sale or option agreement)
- ☐ Last arms length transaction or current appraisal under by-right zoning
- ☐ 21E summary (if applicable)
- ☐ Photograph of existing building(s) and/or site
- ☐ Site Plan showing location of affordable units
- ☐ Sample floor plans and/or sample elevations
- ☐ Marketing plan including plan for outreach to minorities
- ☐ Lottery plan

NRCS SOIL	6A
MAP UNIT	253B
HYDRO SOIL	253C
GROUP RATING	A
UNIT NAME	A
	A
	B
	D
NRCS MAP	
UNIT NAME	

SCARBORO MUCKY FINE SANDY LOAM, 0 TO 3 % SLOPES
 CHARTLTON-HOLLIS ROCK OUTCROP COMPLEX, 3 TO 8 % SLOPES
 HUNCELEY LOAMY SAND, 3 TO 8 % SLOPES
 WINDSOR LOAMY SAND, 8 TO 15 % SLOPES
 MERRIMAC-URBAN LAND COMPLEX, 0 TO 8 % SLOPES



LEGEND IS BASED ON MASSACHUSETTS STATE PLANE
 COORDINATES - NORTH AMERICAN DATUM OF 1983
 HORIZ. & VERT. SCALE 1" = 200' H.